



Hometown Holidays
2015 Political Booth Registration Form
Please print or type all information clearly.

Organization Name: _____ Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email: _____

City of Rockville Hometown Holidays Political Booth Area

Saturday and Sunday, May 23 & 24, 2 – 8 p.m. Rockville Town Center

Booth Fee:

\$350 per booth. Please include a check made payable to the City of Rockville with registration form.

SUBMIT TO CITY OF ROCKVILLE BY FRIDAY, MAY 15, 2015

- ☐ Completed Registration Form
- ☐ Check made payable to the City of Rockville enclosed with completed registration form

CITY CONTACT

City of Rockville
Hometown Holidays
111 Maryland Ave.
Rockville, MD 20850

Colleen McQuitty
cmcquitty@rockvillemd.gov
P 240-314-8606
F 240-314-8659
www.rockvillemd.gov/events



Hometown Holidays

2015 Political Booth - CONDITIONS OF THE EVENT

Deadline

All registration materials must be postmarked by Friday, May 15, 2015. However, we would prefer to receive registrations by Friday, May 1, 2015 if possible.

On-site Participation

Organizations must have a representative occupying the booth at all times (Saturday and Sunday from 2 - 8 p.m.). Failure to comply will result in organization not being invited back next year.

Booth Space

Booth space and locations are assigned based on availability and at the discretion of festival organizers. The use of this booth space is restricted to the applicant of whom it is assigned. A 10'x 10' tented space will be provided along with a 6' table and two (2) chairs. There are a limited number of available booths, and spaces will be filled on a first come, first served basis.

All exhibitors are responsible for keeping their area clean during event hours, including clean up at the end of the event. All displays should be neat and clean throughout the event.

Handouts

Political groups may hand out literature to patrons at Hometown Holidays. However, beverages including water may not be handed out or sold from your booth space. Additionally, small food items like candy may be handed out at your booth. Please note that you must stay by your booth, and may not wander the festival handing out materials or goods.

Equipment/Supplies

Each applicant is responsible for set-up and arrangement of own space. City will provide the tent, one (1) table and two (2) chairs. Political groups are expected to provide booth signage, literature about business, staff as well as any other additional equipment/supplies. All displays must be easily removable. Please do NOT use tape to hang signage.

Removing Items

Each organization is responsible for removing all items from their Political booth on both Saturday and Sunday by 8 p.m. Overnight security is not provided by the City of Rockville and anything left in booths overnight is at the vendor's own risk.

Load-in

Vehicles will not be allowed on-site until the City supervisor gives the authorization. Vehicles will be permitted on-site starting at 11 a.m. on both Saturday, May 23, and on Sunday, May 24 (just to restock supplies).

Load-out

Items during load-out must be hand carried off the festival site. Vehicle access will not be allowed on Saturday or Sunday evening.

Parking

Parking will be available two blocks from the event site.